

WELFORD CHART NOTES NEWSLETTER

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MEANINGFUL USE REMINDER MEASURE (*User's Manual, pgs. 1230, 1256*) (*Video at <http://www.youtube.com/watch?v=xxDJfUvUmko>*)

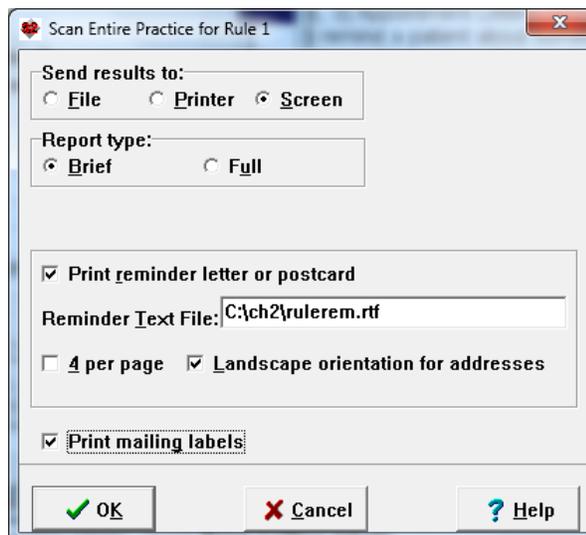
Welford Chart Notes is certified for Meaningful Use and allows you to comply with each of the required and optional Measures. One of the optional Measures is called "Reminders". Here we review the various ways you can comply with this Meaningful Use Measure.

There are 4 different ways within **Welford Chart Notes** to remind the patient in such a way that it counts as a Meaningful Use Reminder: 1) Rule Reminders, 2) Reminders, 3) Appointment Letters and Postcards, and 4) Recalls. Remember that you must actually use the feature to remind a patient about something in order for it to count for meaningful use. It is not necessary to remind a patient using all four of these methods. A reminder generated by ANY of these methods for a particular patient counts as a Meaningful Use Reminder. Use those methods which you find most helpful in your own practice. Let's see how this is done:

RULE REMINDERS (*User's Manual, pg. 390*)

Rule Reminders count toward Meaningful Use if you generate a postcard or letter to the patient reminding the patient to perform something. To do so:

1. Press Libraries\Rule Reminders\Edit.
2. If you have not already created Rule Reminders, you can write your own, or you can import them from libraries which come with the program. To do that, press **Rebuild**, then **Import**. Select a Rule Database File from the list to import and press **OK**. Its rules now become part of your personal list of Rule Reminders.
3. Highlight a Rule Reminder on your list.
4. Press **Scan** to identify all of the patients in your practice who are currently in violation of this Rule Reminder.
5. **Send results to: Screen** (unless you wish to generate a printed list or a file containing the list of names of patients who are going to receive a reminder).
6. Set **Report Type** to **Brief**.
7. Check **Print reminder letter or postcard**.
8. Specify the text file that is to be used as the template for the letter or postcard in the **Reminder Text File** box. (See page 619 in the User's Manual for an example).
9. If you plan to print mailing labels, check **Print mailing labels**.
10. Press **OK** to generate the list of names of patients who will be receiving the reminder.
11. Press **OK** to print the letters or postcards. **Remember that you must actually take this step of printing the letters or postcards, not just scanning for a list of names, in order to get credit for reminding patients for meaningful use.**
12. If you wish to see a record of which patients have been sent reminder letters or postcards over time, press the **Log** button in the Rule Reminder Editor. Double-click a date in the **Dates of previous Rule Scans** list to see the list of patients who received reminders on that date. The

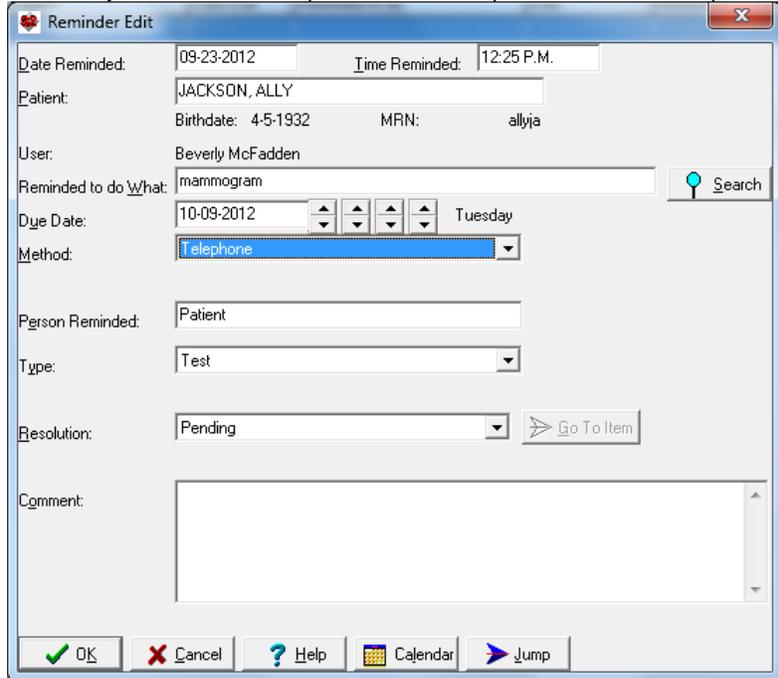


Meaningful Use Report consults this log in determining which patients have received this type of Reminder.

REMINDERS (User's Manual, pg. 1252)

Reminders count toward Meaningful Use if you document that you have reminded the patient to do something during the timeframe of the Meaningful Use Report. To do so:

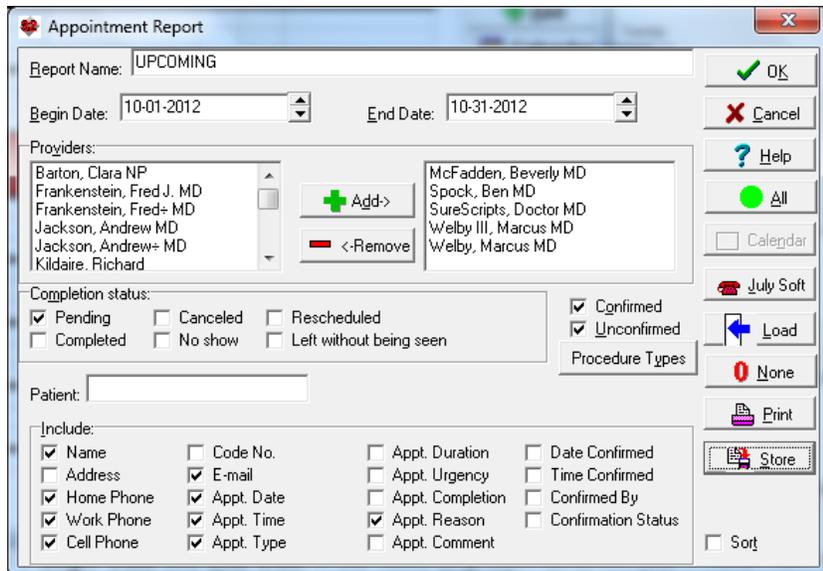
1. Press View\Reminders\Add.
2. Enter the information about when you reminded the patient, who the patient is, what the patient was reminded to do, and the method by which the patient was reminded; then press **OK**. All methods count toward Meaningful Use except **Future** (which means that you have not yet reminded the patient to do something but plan to have this Reminder pop-up at a future date to remind you at that time to remind the patient to do something.)
3. If you wish to see which patients have received Reminders over a period of time, press the **Redisplay** button, specify the **Start Date** and **End Date**, choose the **Resolutions** you wish to see, and press **OK**. The Meaningful Use Report Reminder Measure consults this database to see which patients were reminded in this fashion.



APPOINTMENT LETTERS AND POSTCARDS (User's Manual, pg. 584)

Appointment Letters and Postcards can be generated to remind patients of upcoming appointments scheduled in the Appointment Scheduler. To do so:

1. Press View\ Appointments\ **Report**.
2. Specify a **Begin Date** and **End Date** in the future (e.g. from tomorrow until 1 month from now), since you are looking for appointments which have not yet taken place.
3. Specify the **Providers** whose patients you wish to remind.



4. Check the **Completion status** of **Pending** . These are the appointments which have not yet taken place.
5. Press **Print**. Choose **Letters** if you wish to print these as letters, or **Postcards** if you wish to print them as Postcards.
6. Choose the name of your printer and press **OK**.
7. If you wish to see a log of when patients were sent letters and postcards, press **Print\Log**. Double-click a date in the **Dates of previous Appt. Letters** list to see the list of patients who received a letter or postcard on that date. The Meaningful Use Report Reminder Measure consults this Log to see which patients were reminded in this fashion.

RECALLS *(User's Manual, pg 363)*

Recalls can be generated to remind patients who are overdue for visits that they need to schedule a visit. The program can locate patients who have not had a visit over a long period of time, as well as patients who were told to return after a particular period of time (based on the text of their last note) but have not done so.

To do so:

1. Press Reports\Recalls.
2. Press **Scan**.
3. Specify the parameters that you wish to use when scanning your practice for overdue patients and press **OK**.
4. If you wish to edit the list of patients generated by the Scan before generating letters or postcards, press **Edit**. From there you can remove patients from the list or change their status if they have moved away, died, or otherwise are inappropriate for a reminder.
5. Press **Print** to print the letters or postcards.
6. Specify the parameters you wish to use for the printing process and press **OK**. For example, if you wish to generate mailing labels to use on envelopes, check that box.
7. If you wish to see a log of when patients were sent letters and postcards, press Reports\Recalls\Log. Double-click a date in the **Dates of previous Recalls** list to see the list of patients who received a letter or postcard on that date. The Meaningful Use Report Reminder Measure consults this Log to see which patients were reminded in this fashion

MEANINGFUL USE REPORT *(User's Manual, pg. 1179)*

To see how you are complying with the Meaningful Use Report Reminder Measure, follow these steps:

1. Press Reports\Meaningful Use\Measure Report.
2. On the **Meaningful Use Measures** list, check **Reminders**.
3. Specify the **Start Date** and **End Date** for the report.
4. Press **Providers** if you wish to modify the list of Providers whose patients are to be included in this report.
5. Press **OK** to generate the report.
6. To increase compliance with this Measure, highlight the **Reminders:** line beneath the name of a Provider and either double-click it or press **Fallouts**. This shows a list of all of the patients who had a visit with that Provider between **Start Date** and **End Date** who did not have any of the 4 methods of Reminders discussed above (i.e., the patient did not have a Rule Reminder Letter or Postcard, Reminder, Appointment Letter or Postcard, or Recall Letter or Postcard generated between those dates).

7. Highlight the name of a patient on the list of Fallouts. Press **Jump** and then select a feature of the program if you wish to jump to that location and remedy the noncompliance. For example, you can jump to Reminders, remind the patient to do something indicated in the future, and record the fact that you did so using Reminders\Add.

WINDOWS RETAIN SIZE, POSITION, AND COLUMN WIDTHS

Version 6.2 remembers the size, position, and column widths for each user for the following windows:

- Allergy Editor
- Datebook
- Diagnosis Editor
- Image Utility Search
- Messages
- Orders Editor
- Referrals
- Visiter

- To change the **size** of one of these windows, press your left mouse button while it is positioned along one of the window's edges, drag your mouse to a new size, and release the button.
- To change the **position** of one of these windows, press your left mouse button while it is positioned along the top "caption bar" of the window (just below the upper edge, where it says e.g. "Allergy Editor for...") drag your mouse to a new location on the screen, and release the button.
- To change the **width of a column** in one of these windows, press your left mouse button over a column divider in the gray row of column titles. The cursor changes to a symbol which looks like



Drag your mouse to the left to narrow the column, or to the right to widen the column, and release the button.

OCTOBER QUARTERLY UPDATE RELEASED

This month we are releasing the October, 2012 Quarterly update. The update includes new medications, diagnostic terms, drug interactions, drug dosing information, spelling words, drug-disease Alerts, Web Links, algorithms, medication test reminders, cross-reacting allergies, indications, and dozens of new patient education brochures. This update has over 10,000 drug interactions with over 3200 references, over 12,200 Alerts, nearly 10,000 Web Links, over 8000 Indications, and over 1700 Brochures, including new or revised Brochures on avanafil, emtricitabine-tenofovir, erlotinib, ezogabine, lorcaserin, meningococcal-Haemophilus-tetanus vaccine, metoprolol-hydrochlorothiazide, peginesatide, pertuzumab, phentermine-topiramate, taliglucerase, vismodegib, babesiosis, benign prostatic hyperplasia, deep vein thrombosis, epilepsy, Guillain-Barre syndrome, hepatic steatosis, hepatitis C, hyperthyroidism, lice, Lyme disease, nocardiosis, obesity, pulmonary embolism, and others.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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